

GOVERNMENT OF ODISHA
INFORMATION & PUBLIC RELATIONS DEPARTMENT
Loka Sampark Bhawan, Bhubaneswar- 751001

ADVERTISEMENT

Applications are invited from interested retired Government Employees having legal background/ experience in handling court cases and legal matter, within the age group of 60-64 years on the closing date of advertisement, as Legal Consultant on contractual basis for a period 1(One) year or till regular appointment of Asst. Director (Law) whichever is earlier as per the terms and conditions laid down in erstwhile General Administration Department Resolution No. 23750 dated 27.08.2014 . On engagement, he/she will be entitled to get consolidated monthly remuneration as per Para-3 of Finance Department Office Memorandum No. 7022 dated 17.03.2018.

Eligible and interested candidates may submit their applications in the prescribed proforma with copies of testimonials in support of their service records by registered post/ speed post/ by hand superscribing " **Application for engagement as Legal Consultant**" so as to reach the Joint Secretary to Govt., I & P R Department, Loka Samparka Bhawan, Bhubaneswar- 751001 by **16.04.2022**.

The details of advertisement along with prescribed proforma of application can be downloaded from I & PR Department website (<https://inpr.odisha.gov.in>).

By order of the Principal Secretary


Joint Secretary to Govt.



ଓଡ଼ିଶା ସରକାର
ସୂଚନା ଏବଂ ଲୋକସମ୍ପର୍କ ବିଭାଗ
Government of Odisha
Information and Public Relations Department

ଲୋକ ସମ୍ପର୍କ ଭବନ
Keshari Nagar,
Bhubaneswar,
Odisha 751001
Fax –
E-mail -

No.PT1-IPR-OE1-CSG-0020-2014/ 3637 IPR

Date: 31/03/2022

Advertisement for Legal Consultant

Application in the prescribed proforma (as per Annexure – I to the advertisement) are invited from the eligible candidates for engagement as Legal Consultant in Information and Public Relations Department, Government of Odisha as per the details given below.

1	Qualification	Retired Government Servant having legal background and experience in handling Court cases /Legal matter.
2	Age	The applicant should be within the age group of 60-64 years on the closing date of Advertisement.
3	Remuneration	The candidates who are engaged as Legal Consultant will be paid consolidated monthly remuneration as per the norms fixed by the Finance Department office memorandum no. 7022 dated 17.03.2018 and no other government allowances like D.A., H.R.A. etc. will be allowed. Vehicle will be provided in case the Consultant is required to travel outside Bhubaneswar i.e. O/o Advocate General / O/o Government Advocate / other Courts relating to legal issues / cases.

4

Duties &
Responsibilities

- i. He shall be engaged as Legal Consultant in I&PR Department.
- ii. He will prepare the draft para wise comments, the draft plaint / application / petition etc. as the case may be, for onward submission of the same to O/o Advocate General / O/o AOR where the I&PR Department is a party to the case.
- iii. He will keep track of the development / status of cases in different courts.
- iv. He will assist the Branch Officer in discussion with Govt. Advocate / Counsel to finalize the PWC / Writ/ appeal / Rejoinder / Show cause reply / Affidavit to be filed as and where necessary.
- v. In contempt case and date line cases where the Principal Secretary/Commissioner -Cum - Secretary / Director /Director Technical is to take action or file show cause, he shall keep track of such matters on priority basis to avoid passing of adverse order / comment of the court.
- vi. In case of necessity he will move outside Bhubaneswar as and when instructed.
- vii. He will monitor the submission of affidavits by different Govt. Departments, where I&PR Department is a proforma Party, and vet their affidavits wherever necessary.
- viii. For timely action, if required he will cooperate the office in Holidays for urgent nature of the legal matter.
- ix. He will take assistance of office and officials in court case matters.
- x. In court case matters, he will have Inter-Departmental Coordination with the concerned officials of other offices, in case of necessity.
- xi. He will assist in preparation of draft rules / regulation / guidelines relating to I&PR Department on legal angles.
- xii. He will not disclose the official secrets in any manner and maintain absolute integrity.
- xiii. He will be required to visit OAT / High Court / Other Courts and advise further course of action to be taken in the matter.

5	Other terms and Conditions	<ol style="list-style-type: none"> i. 1st Review of his work will be done after six months of joining ii. The tenure of such Consultant shall be for one year or till regular appointment of Asst. Director (Law) whichever is earlier. iii. Any breach of contract by the Legal Consultant shall be considered sufficient ground for termination of his engagement and may further debar him from future engagement by the Department. iv. The appointment of Legal Consultant will be on full-time basis and he will remain present as and when required. v. The Legal Consultant having accepted the offer of engagement shall enter into a contract also having the confidentiality clauses with I&PR Department, detailing the terms and conditions of engagement before being assigned any work.
6	Mode of Selection	<p>Applications received in response to the advertisement will be scrutinized by a committee constituted for the purpose and maximum 07 (seven) applicants would be shortlisted, who will be called for a personal interaction and documents verification. After such personal interaction the Legal Consultant will be selected for engagement.</p>
7	How to apply	<p>The desirous candidates may submit their application in the format given at Annexure - I by post/ in person so as to reach the Joint Secretary, Information & Public Relations Department, Loka Samparka Bhawan, Bhubaneswar on or before 16.04.2022 (By 5.30 P.M .) Application received after the scheduled date and incomplete applications are liable to be summarily rejected.</p>


 Joint Secretary to Govt.

Information and Public Relations Deptt.

Application for the post of Legal Consultant in I & PR Department

1. Name of the applicant :
2. Address with contact number :
3. Email ID :
4. Date of birth :
5. Age (on closing date of application) :
6. Educational qualification :
7. Experience (Specify in brief). :
8. Last salary details. :
9. Details of Supporting documents. :
10. Declaration :-

Affix recent
passport size
photograph

This is to certify that facts given by me on application form are true to the best of my knowledge. I understand that if any part of it is found to be false, this application will be cancelled.

Dated _____

Full Signature of Applicant _____